

## **CHAIRPERSON SELECTION PROCESS**

There will be an Action Item on the Agenda for the March 23<sup>rd</sup> (now April 12) meeting for the election of a Chairperson to complete the two-year term of former Chairperson Robin Reiter-Faragalli, which term ends in November of 2011.

In consultation with the County Attorney's Office, we would like to provide the following information regarding the Chairperson Selection process:

1. The selection of Chairperson is an action item; therefore, a quorum must be present in order for the vote to be valid and binding.
2. The Chairperson must be selected by a majority of the members present. A plurality of votes is not sufficient to elect a new Chairperson.
3. A member that is present for the election may not abstain from voting unless he or she has a conflict of interest and has publicly disclosed the nature of such conflict of interest to the CAC members.
4. Any sitting member is eligible to serve as chairperson.
5. Any sitting member is eligible to vote on any matter considered by the CAC.
6. The CAC may select the process it wishes to follow for the selection of the chairperson, provided such process is approved by a majority of the members present.

If the CAC elects to use written ballots, each member must sign their ballot so that their vote may be properly recorded.

7. A show of hands may be used, provided the vote of each member is properly recorded and the tally is read into the record.
8. A motion may be made to nominate a member as Chairperson. The Chairperson is selected upon approval of a motion by a majority of the members present; the election is then complete.